

MUCH HADHAM PARISH COUNCIL

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Notice is hereby given that the meeting of the Much Hadham Parish Council **Burial Authority** will be held on **Tuesday, 7th June 2022**, in the **Much Hadham Village Hall**, at **6:45 pm**, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

FM Forth

Fiona Forth
Clerk of the Council

31st May 2022

AGENDA

- 22/26. Apologies for absence
- 22/27. Declarations of Interest
- 22/28. Chair's announcements
- 22/29. Minutes of the meeting held on 5th April 2022
- 22/30. Reports on outstanding matters
- 22/31. Residents' comments
- 22/32. Management update
- To receive an update on managing the burial grounds
 - To receive an update on extending Perry Green Burial Ground
 - To consider and approve the installation of a further bench in Perry Green Burial Ground
- (Same style as last purchase from Seated Furniture – current cost £468.54 + VAT)

- 22/33. Financial
- (i) Payments since last meeting
- | | | |
|-------------------|---|------------|
| ICCM | Membership fee relating
To cemetery management | £95 |
| MH Landscapes Ltd | Burial Ground maintenance
Jan – Mar 2022 | £450 + VAT |
- (ii) Financial Statement
- To receive the current financial position
- 22/34. Urgent business
- 22/35. Confirmation of date of next meeting – Tuesday, 2nd August 2022 – Much Hadham Village Hall.

MUCH HADHAM PARISH COUNCIL

MINUTES of the Much Hadham Burial Authority meeting held on Tuesday, 7th June 2022, in the Much Hadham Village Hall, at 6:48 pm.

<u>Members:</u>	*Cllr Mrs K Hamilton	*Cllr Mrs P Taylor (Chairman)
	*Cllr Mrs J Liversage	*Cllr K Twort
	*Cllr B O'Neill	

* denotes present

In attendance: F Forth, Clerk and 1 member of the public.

22/26. APOLOGIES FOR ABSENCE

None.

22/27. DECLARATIONS OF INTEREST

None.

22/28. CHAIR'S ANNOUNCEMENTS

None.

22/29. MINUTES OF THE LAST MEETING

RESOLVED that the minutes of the last meeting held on 5th April 2022 be accepted as a correct record of the proceedings and be signed by the Chair.

22/30. REPORTS ON OUTSTANDING MATTERS

Outstanding matters covered by subsequent agenda items.

22/31. RESIDENTS' COMMENTS

A resident requested permission to place a bench near the interment of Rosemary Brace.

22/32. MANAGEMENT UPDATE

Inspection

Cllr Mrs J Liversage and the Clerk had inspected the burial grounds on 27th May. It was noted that the grass need cutting in both Burial Grounds. In addition, Cllr Mrs J Liversage reported that there was an overgrown tree by the wall, almost directly opposite the gates in St Andrew's Burial Ground that needed work. Cllr B O'Neill agreed to look at it.

The Clerk reported that she had spoken to the tree contractor to organise quotes for the grinding out the tree stump at Perry Green Burial Ground and the holly tree at St Andrew's Burial Ground. In addition, she had requested that the trees at Perry Green Burial Ground be assessed to identify if any work was required.

In terms of the noticeboard at Perry Green Burial Ground, the Clerk reported that a resident had agreed to look into repairing this.

Finally, the Clerk reported that the contractor who had supplied the Parish Council's play equipment did not do groundwork. However, she had made an appointment, for Monday 13th June, with a contractor from Furneux Pelham to look at the St Andrew's Burial Ground entrance way.

Cllr Mrs K Hamilton reported that a resident had been in touch to raise concerns at the poor state of maintenance at St Andrew's Burial Ground, highlighting the difficulties encountered with accessing the family grave. It was agreed that the Clerk would seek advice on a solution for this access, bearing in mind that the Burial Ground is old and undulating due to the sunken graves and a solution may be difficult to achieve.

Bench

Cllr Mrs J Liversage outlined the reasoning for the installation of an additional bench in the bottom left hand corner of the existing section of the Perry Green Burial Ground.

It was noted that a resident had requested permission to place a bench near the interment of Rosemary Brace but it was felt that doing so would result in losing a number of grave spaces.

Following discussion, RESOLVED to approve the installation of a further bench in Perry Green Burial Ground for a cost of £468.54 + VAT.

Note – the bench would be exactly the same as the last bench purchased for that Burial Ground.

Perry Green extension (plan at Appendix A)

Cllr Mrs J Liversage reported that no progress had been made to finish the turning circle section of the extension, which would be funeral vehicles only.

It was agreed that the Clerk would discuss this work with the contractor from Furneux Pelham – see above – and also obtain advice on what would grow on the existing soil spoil pile. Cllr Mrs K Hamilton agreed to meet the contractor with the Clerk.

The Clerk reported that the extension had been rotavated and seeded, with the bill for this work being expected soon.

Finally, the Clerk suggested that it would be easier to refer to parts of Perry Green Burial Ground by number – Section One, Section Two etc. The rough plan in the extension plan would be updated accordingly.

22/33. FINANCIAL

(i) Payments since last meeting

The following payments had been made since the last meeting:

ICCM	Membership fee relating to cemetery management	£95.00
MH Landscapes Ltd	Burial Ground maintenance Jan – Mar 2022	£450.00 + VAT

Note – this payment was being approved at the June Parish Council meeting.

(ii) Financial Statement

The current financial position was noted (Appendix B).

22/34. URGENT BUSINESS

None.

Cllr Mrs K Hamilton reported that she had received a request to erect a memorial for an interment around 15 years ago. The Clerk will follow this up.

22/35. DATE OF NEXT MEETING

Tuesday, 2nd August 2022 at 6:45 pm in the Much Hadham Village Hall.

There being no further business the meeting closed at 7:23 pm

Next Burial Ground inspection to be undertaken by the Clerk with Cllr K Twort, with the date being agreed after the meeting.

MUCH HADHAM PARISH COUNCIL – BURIAL AUTHORITY

PLAN AND BUDGET FOR EXTENDING THE BURIAL GROUND: MEETING 7 JUNE 2022 (UPDATED AFTER MEETING)

Given the existing rate of usage, the extended part of the burial ground to be operational by 2027 although be prepared to access earlier if needs be.

Notes:

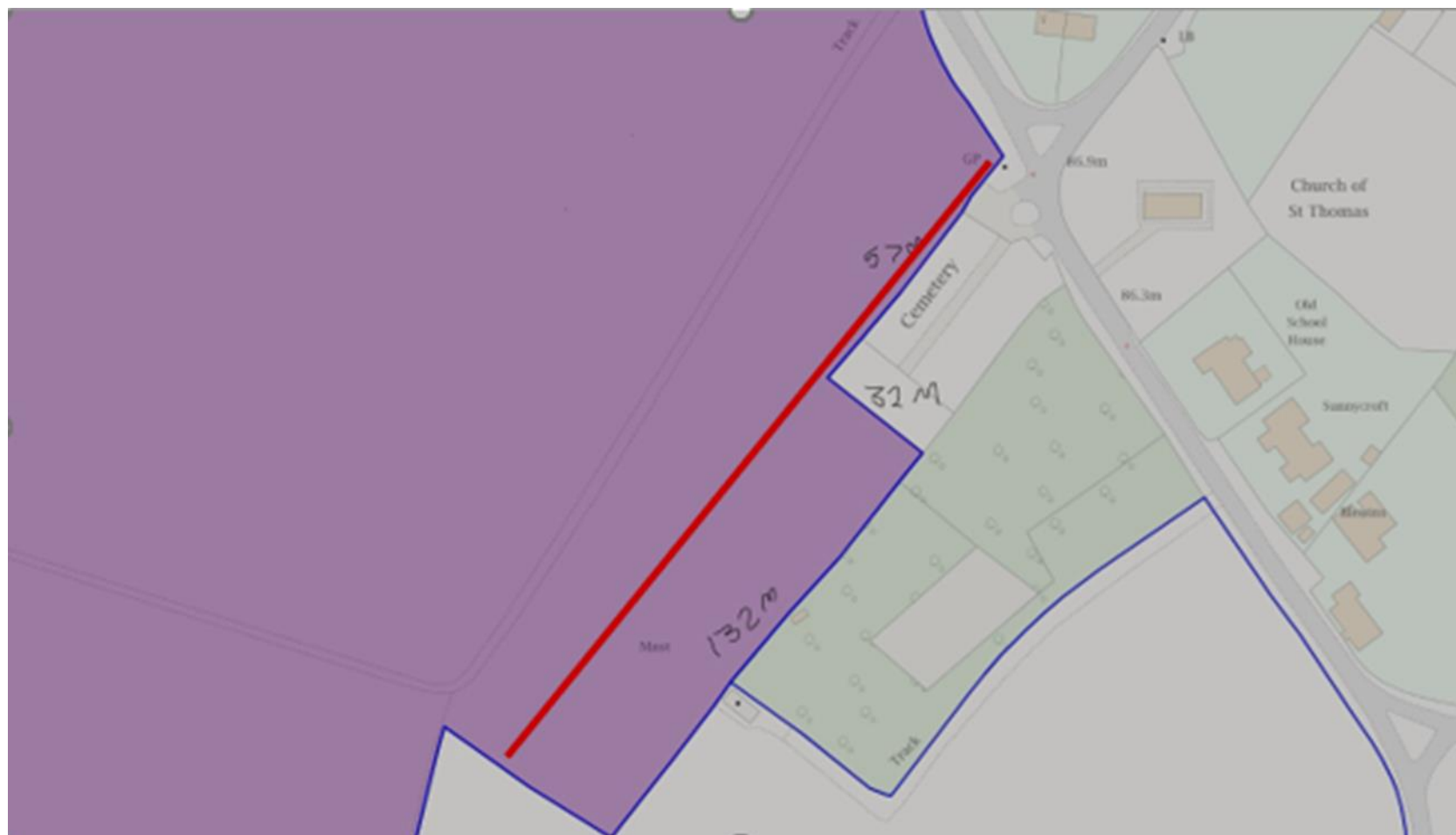
- Planning permission was given for the entirety of the burial ground site on 19th August 1959.
- Soil spoil from digging graves no longer to be piled up on site. Funeral Directors to be informed that this needs to be removed after each burial.
- Currently, 12 new plots available in existing ground – subject to grinding out tree stump. **Clerk to obtain quote**

	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
1	Determine length of burial ground extension	Burial Authority	1 June 2021	Nil	Burial Ground to be extended by one third of the land remaining, 44 m. Minute ref: 21/28.	Yes
2	Formally notify farmer of the intention to extend the burial ground.	Clerk	4 June 2021	Nil	Letter sent to the farmer 8 th June 2021.	Yes
<i>Note – the following actions link to the rough plan detailed in Appendix 2</i>						
3	Remove 2 trees at the bottom of Section One, the existing burial ground, to enable access to Section Two.	Clerk	After 2021 harvest	£1,810 + VAT – includes cost for item 7	Trees have been removed but further work required to flatten the access to the extension. Quote still required to flatten the access. Clerk meeting a contractor to progress this on 13 th June.	Partly

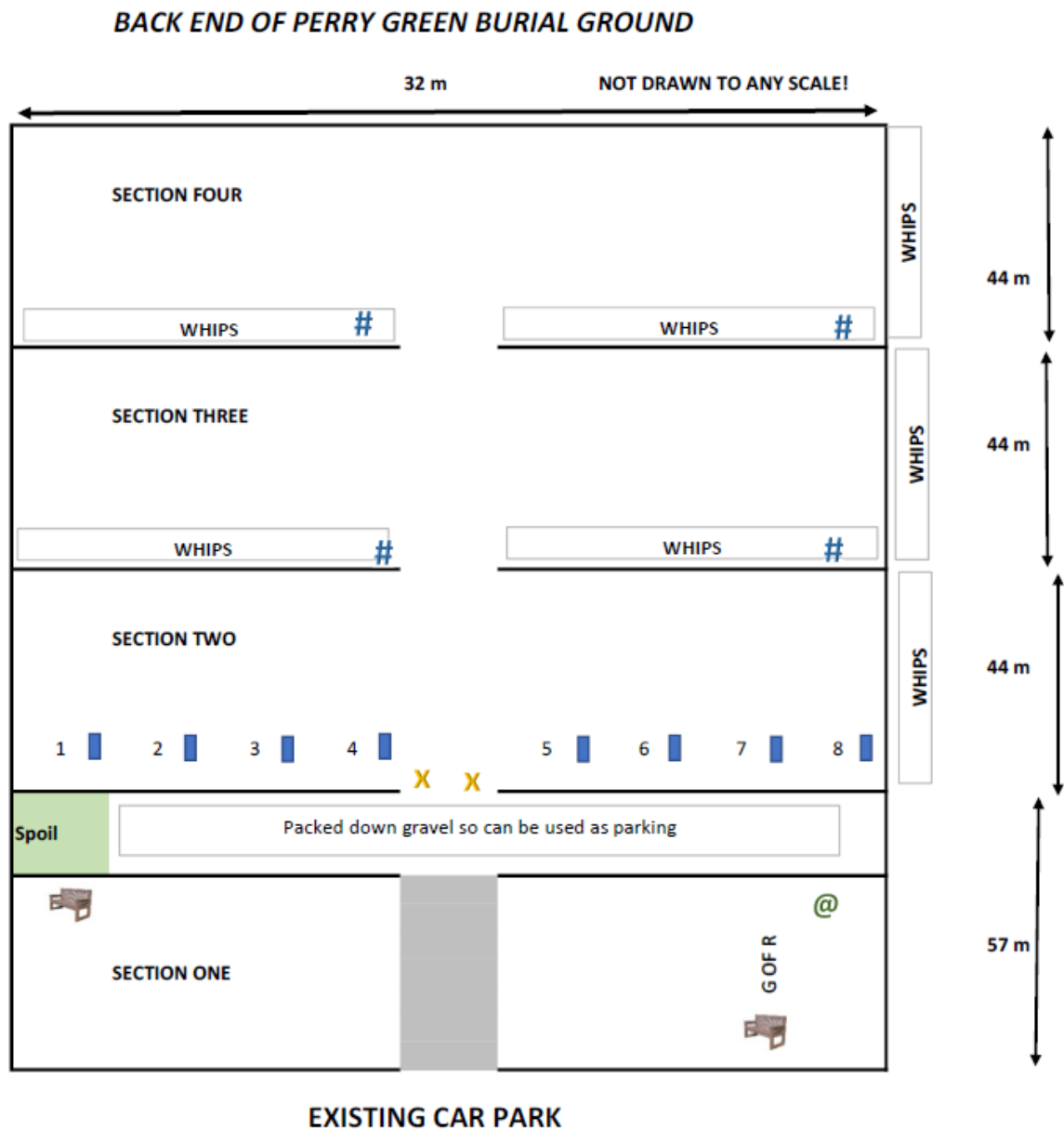
	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
4	Remove spoil through gap created in after item 3 completed.	Clerk	After 2021 harvest	£Guide price of £2,000 - £3,000	Quote accepted to remove the soil spoil pile and create the carpark for a guide price of £2-3,000. As no longer possible to remove the soil spoil pile (as whips have been planted), consider seeding to create a grassy knoll. Clerk to discuss with contractor on 13 th June.	No
5	Gravel bottom end of Section One, ensuring tamped down so not loose. Note – area has been identified as unusable for graves.	Clerk	After 2021 harvest	See item 4	Included as part of item 4 above. Clerk to discuss with contractor on 13 th June.	No
6	Level ground and put to grass after item 5 complete.	Clerk Farmer	After 2021 harvest	£520 + VAT	Quote accepted to seed the ground and harrow in the grass seed for £520 + VAT. Additional cost agreed of £200-250 for the hire of a rotavator and work undertaken on 8 th April. Some seed held back for sowing after the summer in case poor growing and invoice expected soon.	Yes
7	Plant whips along side and bottom of Section Two.	Clerk	Early September 2021	See item 3	Included as part of item 3 above	Yes
8	Plant two trees along bottom of Section Two – for aesthetic purposes	Clerk	?	?	Type of trees to be identified along with costs.	No

	Action	Responsibility	Deadline	Cost	Current position	Complete? Yes/No
9	Install “road” through Section Two using tamped down gravel so not loose.	Clerk	?	?	Quote to be obtained during 2022.	No
10	Identify in ground must be consecrated or only should be consecrated. If must, arrange consecration	Clerk	2021 Before 1 st use in 2027	Nil?		No

PERRY GREEN BURIAL GROUND – ESTIMATES OF SIZE USED AND REMAINING



ROUGH PLAN



MUCH HADHAM PARISH COUNCIL - BURIAL AUTHORITY

YEAR ENDED 31 MARCH 2023

BUDGET TO ACTUAL COMPARISON AS AT 7 JUNE 2022

(Excludes VAT)	FULL YEAR	YEAR TO DATE	COMMENT
	2023	2023	
	BUDGET	ACTUAL	
	£	£	
INCOME			
Burial	2,200.00	-	
Memorial	440.00	-	
TOTAL INCOME	2,640.00	-	
EXPENDITURE			
Water	150.00	-	
Burial Ground maintenance	1,800.00	450.00	
Other maintenance	500.00	-	
Other	100.00	95.00	
TOTAL EXPENDITURE	2,550.00	545.00	
ANNUAL RECONCILIATION			
Opening balance - 1 April 2022	19,514.29	29,970.81	
Income	2,640.00	-	
Expenditure	- 2,550.00	- 545.00	
Closing balance	<u>19,604.29</u>	<u>29,425.81</u>	